

## ID Waiver Provider Modules

1. Overview of the ID and DS Waivers
2. Becoming an ID Waiver Provider
3. Supporting People in the ID and DS Waivers
4. Introduction to Planning
5. Residential Services
6. PA, Respite and Companion – Agency-Directed
7. Employment and other Day Services
8. Crisis Stabilization and Supervision
9. Assistive Technology, Environmental Modifications and Transition Services
10. Skilled Nursing
11. Personal Emergency Response System
12. Consumer Directed Services and Services Facilitation
13. Therapeutic Consultation
14. Preauthorization and Reimbursement
15. Monitoring and Oversight

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## Individual Support Team

**Includes:**

- Individual/Representative/Family
- Support Coordinator
- Providers
- Others chosen by the individual

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## Role of the Support Coordinator

Facilitates the team process

- Enrolls individual into the Waiver
- Coordinates Individual Support Planning
- Obtains Service Authorizations

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## Role of SC

**Enrolls individual into the Waiver**

- Establishes eligibility
  - **Diagnostic, functional and financial**
- Completes initial assessments to determine supports needed
- Places name on Wait List or obtains a slot
- When slot available, confirms any payment obligation with local DSS

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## Role of SC

**Enrolls individual into the Waiver****Financial Eligibility via DSS**

- Based upon individual's income versus family's
- Higher maximum income allowed
- "Patient Pay" may apply
  - Amount determined to be over the personal allowance limit

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**Financial Eligibility via DSS****F.Y.I.****Patient-Pay**

- Some individuals must contribute to cost of care
- Based upon income above personal maintenance allowance
- Collected by provider with greatest Number of hours/units (dollar amount)
- "Collector" receives in writing and files designation letter from the SC



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## Role of SC

**Enrolls individual into the Waiver**

Notifies, in writing, the provider with highest potential billing who is responsible for collecting patient pay

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## Role of SC

**Designated collector of Patient Pay**

- Obtains patient pay details by monitoring the
- DMAS web-based Internet option – Automated Response System (ARS) OR
- Voice response system - Medicaid

DMAS Provider Enrollment Memo - 5-26-10

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## Role of SC

**Coordinates Individual Support Planning**

Ensures individual choice regarding:

- Outcomes
- Supports
- Providers

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## Role of SC

**Coordinates Individual Support Planning**

SC gives choice of providers utilizing the recommended Provider Selection Process

SC documents choice on the Waiver Provider Choice form

Provider Selection Process Update 9-2012

Choice Protocol 1-28-11

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## Role of SC

**Coordinates Individual Support Planning**

... Gives choice of providers - **WHEN ?**

- 1) Services are initiated
  - ✓ No earlier than 6 months prior
- 2) Services change
- 3) Provider or home changes
- 4) Change is requested by individual or others on behalf of the individual

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## Role of SC

## Coordinates Individual Support Planning

- ... Gives choice of providers - **HOW?**
- 1) Offers choice of Agency and/or Consumer Directed Services
  - 2) Reviews available providers with individual/family according to the Provider Selection Process

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## Role of SC

## Coordinates Individual Support Planning

- ... Gives choice of providers - **HOW?** Cont'd
- 3) Reviews Licensing status at:  
<http://lpss.dbhds.virginia.gov/>
  - 4) Arranges for visits/interviews as desired
  - 5) Documents choice and files in SC record
  - 6) Monitors satisfaction

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## Role of SC

## Coordinates Individual Support Planning

- Obtains input about needs from individual and all team members
  - Completes or obtains the Supports Intensity Scale (SIS)
  - Holds ISP meeting PRIOR to start of services
  - Schedules for maximum attendance

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## Role of SC

## Coordinates Individual Support Planning

- Encourages communication/coordination
- Shares the profile and essential information including the SIS report
  - Informs team of all services and providers
  - Keeps team members abreast of changes in support needs

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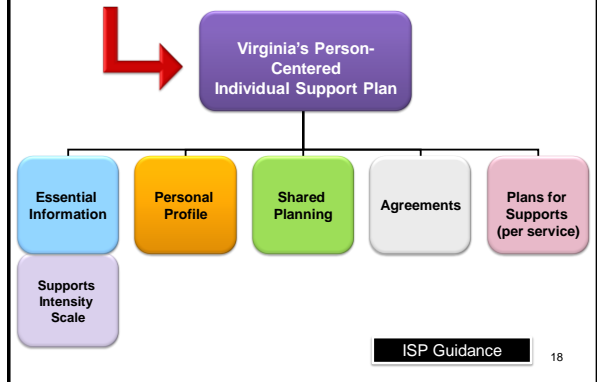
Role of SC

## Coordinates Individual Support Planning

Ensures **Individual Support Plan** is developed through a person-centered process.

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## The Individual Support Plan



ISP

### Part I Essential Information (EI)

Completed by Support Coordinator  
with input from others

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ISP

### Part I Essential Information (EI)

- Needed to establish eligibility
- Needed for accessing services
- Needed for assuring health and safety
- Shared with providers at referral
- Updated as needed (at least annually)

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ISP

## Essential Information Update

F.Y.I.

UPDATE	
Part I: Essential Information	
Essential Information Element	Update: Describe changes to any of the listed elements in the spaces below for sharing with others.
Contact Information	
Emergency Contacts/Representation	
Psychological/Developmental Evaluation	
Current Level of Functioning Survey	
Support Coordination and Provider Contacts	
Communication and Sensory Support	
Adaptive Equipment, Assistive Technology and Modifications	

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ISP

Supports  
Intensity  
Scale

- Includes an annual risk assessment.
- Is the DBHDS-approved assessment for Waiver providers.

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ISP

Supports  
Intensity  
Scale**Completed**

- at least every 3 years (2 years for children) by a SIS Interviewer with the individual and people who know him or her best

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ISP

Supports  
Intensity  
Scale**Can be appealed**

- by the individual/family or provider
- when there are concerns about the interview process

SIS Appeal Process

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ISP

### Part II Personal Profile

Completed with the individual  
and someone they choose,  
updated and shared with the  
team by SC

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ISP

### Part II Personal Profile

A planning tool to help identify

- talents and contributions
- what's working/what's not working in  
major life areas
- a good life

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ISP

### Part I Essential Information (EI)

+

### Part II Personal Profile

Compiled by the SC

- Initially
- Annually

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ISP

### Part I Essential Information (EI)

+

### Part II Personal Profile

**Helps us learn . . .**

- What's important to the person
- What's important for the person



**ISP Desired Outcomes**

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ISP

- ✓ Essential Information
- ✓ Personal Profile

### ISP Desired Outcomes



Part III  
Shared  
Planning

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ISP

### Important TO

1. Luke makes friends so that he has fun with others.
2. Garret goes to the zoo in order to spend time with animals.

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ISP

### Important FOR (with important TO)

1. Jane is healthy, safe and a valued member of her community so that she has a good life.
2. Ella uses a nebulizer so that she breathes more easily.

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ISP

### ISP Desired Outcomes

- Are chosen by the person for the year
- Are specific to the person
- Are measureable
- Serve as the basis for supports

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ISP

- ✓ Essential Information
- ✓ Personal Profile
- ✓ Shared Planning

Agreements

Completed by the team at the end of the annual meeting to evaluate planning and record agreements.

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ISP

Agreements

**Partners present sign in agreement and other absent contributors are listed.**

Signatures of partners who agree to help me with my plan:		Date
Individual: <i>[Signature]</i>		02/10/09
Support: <i>[Signature]</i>		02/10/09
Give date: <i>[Signature]</i>		Date
Partner: <i>[Signature]</i>	Relationship service request: 029	Date
Partner: <i>[Signature]</i>	Relationship service request: 087	Date
Partner: <i>[Signature]</i>	Relationship service request: 282	02/10/09
Partner: <i>[Signature]</i>	Relationship service request:	Date
Partner: <i>[Signature]</i>	Relationship service request:	Date
Partner: <i>[Signature]</i>	Relationship service request:	Date

Sent by SC to all partners

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ISP

PROVIDER ALERT!

**DO NOT** agree to support **ANYONE** your agency cannot support safely!



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ISP

F.Y.I.

Initial Assessment

Licensed Provider Requirement

- Determines if individual qualifies for admission
  - Information gathered from SC, family and individual, etc.

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ISP

- ✓ Essential Information
- ✓ Personal Profile
- ✓ Shared Planning
- ✓ Agreements

**Part V  
Plan for Supports  
(per service)**

The individual's  
**outcomes** are  
included.

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ISP

- ✓ Essential Information
- ✓ Personal Profile
- ✓ Shared Planning
- ✓ Agreements

**Part V  
Plan for Supports  
(per service)**

- Provider completed section of the ISP
- Includes the ISP Desired Outcomes
- Completed with the individual and submitted to the Support Coordinator

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**Assessment Packet for  
Waiver**

**F.Y.I.**

Includes:

1. A current SIS (completed within 3 years) and when significant changes occur
2. The Essential Information (annually)
3. Personal Profile (annually)
4. SIS Section 4: Risk Assessment (annually)

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**Additional Requirements  
for DBHDS-Licensed  
Providers**

**F.Y.I.**

- Including a *fall risk assessment* and others as described in your approved licensing policies

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### 60-Day PFS

Medicaid Waiver and Licensing requires a Plan for Supports on the first day of services.

A 60-Day Assessment PFS  
is an option.

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### 60-Day PFS

#### Can Be Used By:

Personal Assistance

Residential Support

Supported Employment

Prevocational

Day Support

60 Day Assessment Process

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### 60-Day PFS

Outcome # and Statement	List the support activities for each desired outcome (Important TO and/or important FOR)	Support Instructions Describe how supports need to be tailored to the individual's preferences and profile.
1. George tries different activities in order to develop a preferred life.	Gathering information	DSPs: - Schedule and complete a variety of activities with George at home and in the community to determine his preferences. - Be aware of any medical and behavioral issues prior to each activity. - Accompany George and offer any steps or instructions needed for him to participate in each activity. - Complete a Learning Log after each activity to determine what works/doesn't work for George.

continued

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### 60-Day PFS

2. George sleeps 8 hours each night so that he doesn't miss work.	Following a bedtime routine	DSPs: - Remind George that it is time to take his medication at 9pm. - Retrieve and hand him his sleep aid pill; he will swallow it on his own with a cup of water. - If George get's up at night, he might be sleep walking, remind him he goes to work tomorrow and redirect him to bed. - Remain outside his bedroom door for 15 minutes to ensure he returns to sleep.
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Health and safety MUST also be included.

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### 60-Day PFS

#### Time to....

- get to know the individual,
- listen to his or her preferences,
- explore how supports need to be provided and
- address health and safety concerns from the first day of support

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### 60-Day PFS

- Individual is new to service provider or service
- Requires preauthorization
- Acceptable for DBHDS-licensed services

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### 60-Day PFS

#### Documentation (cont'd) :

- Support log notes summarizing the status of support activities
- Quarterly review, as applicable
- Results of assessment period, including individual's response to settings and supports
- Attendance records/time in service

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### 60-Day PFS

#### Start/End Dates

- Begins with the first date of service
- Ends no later than 60 days from start
- Comprehensive PFS must begin no later than day 61 to prevent billing interruption

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## Ways to ensure Health and Safety



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## ID Waiver Skilled Nursing

- Training, consultation and supervision by an RN can be paid for under ID Waiver Skilled Nursing
- Available from Homecare organizations or employed/contacted under an existing DBHDS-licensed
- Must have a PFS or CMS 485 and be preauthorized in IDOLS



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## Nurse delegation

- Certain medically-oriented supports/therapies may be provided **IF** staff receive:
  - initial training in the procedure AND
  - on-going monitoring

from a RN who deems DSPs capable of performing the task



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## Nurse Practice Act 18 VAC90-20-10 et seq.

### RN (or one licensed to practice medicine):

- Determines tasks to be delegated
- Assesses skill level of staff
- Trains staff specifically for each individual, per procedure
- Supervises staff performing the task
- Determines frequency of supervision

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## Medications

### Providers should:

- request (and provide) medication information with SCs
- maintain details of medications & side effects in records and share with SC
- watch for possible side effects and report to caregiver, physician, SC, as appropriate
- maintain daily log of medication use

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## Medications

- ✓ Any **drugs** prescribed
  - quantity
  - dosage
  - side effects, and
  - reason for use

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## Medical Checklist

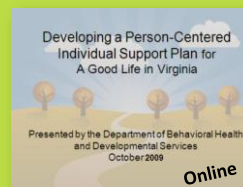
- Optional tool to assure medical needs
- Completed initially and as needed

Medical Checklist

Medical Issues OL Memo 2005

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Review the five PC ISP Modules on the DBHDS Website before participating in an individual's planning meeting.



<http://www.dbhds.virginia.gov/ODS-PersonCenteredPractices.htm>

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**Available Resources:****Department of Behavioral Health and  
Developmental Services**

- Division of Developmental Services
- Offices of Licensing and Human Rights

[http://www.dbhds.virginia.gov/  
Default.htm](http://www.dbhds.virginia.gov/Default.htm)